

Agency Head Approval**SCOPE**

This policy establishes conditions in which an agency head may approve travel within City limits and that of out-of-town. It also permits the agency head to approve overtime or compensatory time when the employee is performing work-related responsibilities, e.g., trip chaperone, a condition in which the expenses for such a trip are not subject to recovery by the employee and, the employee is considered in no other way in travel status. In addition, an agency head may authorize travel expenses subject to proper receipts, not to exceed \$800 for a candidate to be interviewed in connection with filling an executive level position with the City and an additional \$800 for the same candidate to interview a second time for the same position. An employee is expected to present his travel request at least 30 calendar days or more in advance of the travel date except in emergency cases in order to maximize savings to the City for air fare and conference registration costs. Failure of the employee to properly submit travel requests in advance in order to maximize City savings may result in reduced funding for a trip or disapproval of any amendment request to the approved travel amount. Conditions other than those outlined in this policy require approval by the Board of Estimates.

REQUIREMENTS

An agency head may approve travel if:

- total reimbursable expenses will not exceed \$800 per City representative.
- such absence will not exceed five (5) work days nor include weekend travel.
- no compensatory time or overtime approval is requested in connection with travel status except an agency head may approve overtime or compensatory time for an employee performing work-related responsibilities, e.g., trip chaperone, providing the employee is in no other way in travel status.
- travel is within the continental United States.
- travel is limited to the least number of person(s) which will produce maximum benefits for the City.
- the amendment request for additional travel funds by an employee is for \$40 or more and does not exceed the \$800 ceiling.
- candidate travel expense for an executive level position will not exceed \$800 and an additional \$800 ceiling for travel expenses in connection with a second interview for the same position.

TRIP REPORT

Agency Head Approval

Agency heads are encouraged to have employees submit trip reports describing the benefits to the City from the approved in-town or out-of-town travel. Trip reports may be used by the agency head to determine the value to the City of future trips of a similar nature. These reports may also be disseminated to other agencies with an interest in the topic.

CANCELLATION OF TRIP

If a trip is cancelled, the agency head must be notified immediately and any funds advanced must be returned to the Department of Finance, Bureau of Accounting and Payroll Services, Accounts Payable Unit, in accord with Board of Estimates policies.

SUBSTITUTION

If an employee is unable to attend a trip approved by the agency head, the employee must return any advance funds to the Accounts Payable Unit. The agency head may substitute another employee to attend the trip, however, an accompanying memo of explanation must be attached to a separate request for advance funds and submitted to the Accounts Payable Unit.

EXCEPTION

An agency head may approve overtime/compensatory time for an employee performing work-related responsibilities, e.g., trip chaperone, in which the employee in no other way meets the test of travel status, i.e., travel expenses for subsistence, mileage reimbursement, use of commercial transportation, etc., are not recoverable by the employee.

RELATED POLICIES

[AM-240-3](#) BOARD OF ESTIMATES APPROVAL

[AM-240-6](#) ADVANCE FUNDS/REIMBURSEMENT

AM-240-10-1 USE: EMPLOYEE-OWNED VEHICLES

[AM-240-12](#) EXECUTIVE SEARCH EXPENSES